

RMS Training

**Sponsored by
the GRD - SBH**

January 2007

RMS Training

TODAY'S FACILITATOR

- **Fred Freeman**, RMS Training
RMS Center Apple Valley, CA
Director

-

RMS Training

RMS Center Primary P.O.C.'s

- **Haskell Barker, Project Manager**
- **Eric Holland, Lead Programmer**
- **Richard Alvarez, Help Desk**
- **Fred Freeman, Training Director**

(760) 247-0217

RMS Training

Objectives for this session:

To provide an overview for using the newest version of the RMS software and looking forward to version 2.37.

RMS Training

RMS Main Menu Selections

**HOME (Contracts)
SUMMARY
OFFICE
LOCAL LIBRARY
DISTRICT LIBRARY
SYSTEM LIBRARY**

Resident Management System

File Help

Home

Summary

Office

Local Library

District Library

System Library

Overview

Reports

Exit

Contracts - USACE, Portland District

HQUSACE

Northwestern Division

Add

Edit

Delete

Find

Archive


Active Contracts

Contract Office	Contract ID/No	Contract Title
<div><p>The first selection, HOME, presents the contracts control center and will include everything to do with the particular contract you have selected. You have the option of displaying all the contracts in an office or selected (active, future, completed contracts, etc.) contracts for the individual office, as well as any Sub-Offices that may be applicable.</p><p>This is also the screen from which a contract can be archived and later retrieved if needed.</p></div>		

☒ Include Contracts of Sub-Offices

☒ Include Contracts with Access Denied

As you are required to log into RMS using your assigned name and password, you will be able to distinguish between the contracts you have access to and those that you have been denied access to by checking the **Display Contracts with Access Denied** block at the lower left of the window.

 Resident Management System

File Help

Home


Summary


Office


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District Library

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Summary - USACE, Portland District

[Baseline Schedules](#)

[Custom Reports](#)

[Contract Groups](#)

[P2 Projects](#)

[Contractor Claims](#)

[Interface Schedules](#)

[CEFMS Interface Log](#)

[P2 Interface Log](#)

The second selection, **SUMMARY**, presents the interface control center and includes everything to schedule the refresh days and times with other Corps programs as shown.

The **Baseline Schedule** for all contracts is accessed from this screen.

In addition, the **Contract Groups** selection is one of the **most important areas** for the Manager and/or “Read Only” viewer.

Contractor Claims for all contracts can be viewed, or even added from this selection.

Resident Management System

File Help

Home Summary Office Local Library District Library System Library

Overview Reports Exit

Office - GULF REGION DIVISION

[Office Description](#)

[Office Personnel](#)

[Office Policy](#)

[Office Plans](#)

[User Defined Entries](#)

[User Roles](#)

[User Access Control](#)

[District Review Office](#)


The third module, **OFFICE**, tracks data pertaining to the offices and staff that will interface with RMS for all contracts. The staffing will include all local users and other support staff, such as the Contracting Officer, submittal reviewers from other offices, etc. This is also where individuals are given access and permissions to work in various areas of RMS and is where you assign staff members' access to particular contracts or portions of contracts. **Access Control** is discussed in Chapter 2 of the User's Manual.

Staff Assignments [X]

Close

Personnel Information | Administration / User Roles

Fredrick Freeman

<input checked="" type="checkbox"/> System Administrator	<input checked="" type="checkbox"/> Summary Baseline Schedules	<input checked="" type="checkbox"/> CCASS District Focal Point
<input type="checkbox"/> District Library Administrator	<input checked="" type="checkbox"/> Custom Reports	<input checked="" type="checkbox"/> SPS Contract Coordinator
<input type="checkbox"/> District Wide Read only Access to all contracts	<input type="checkbox"/> District Review Office	
<input type="checkbox"/> District Wide Access to Claims	<input checked="" type="checkbox"/> Is QAS User	
<input type="checkbox"/> District Prime Contractors	 Change QAS Password ...	
<input type="checkbox"/> District Wide Submittal Reviewer		

Fredrick Freeman is an Office Administrator for the following offices

The “SPS Contract Coordinator” was added.

Any Staff member with this option checked will receive an email notification for entering Mods into SPS when they are completed in RMS. The email will include the complete text of the Mod to paste into SPS.

Resident Management System

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 Exit

Local Library - GULF REGION DIVISION

[Word Documents](#)

[User Defined Macros](#)

[Letter Agency Codes](#)

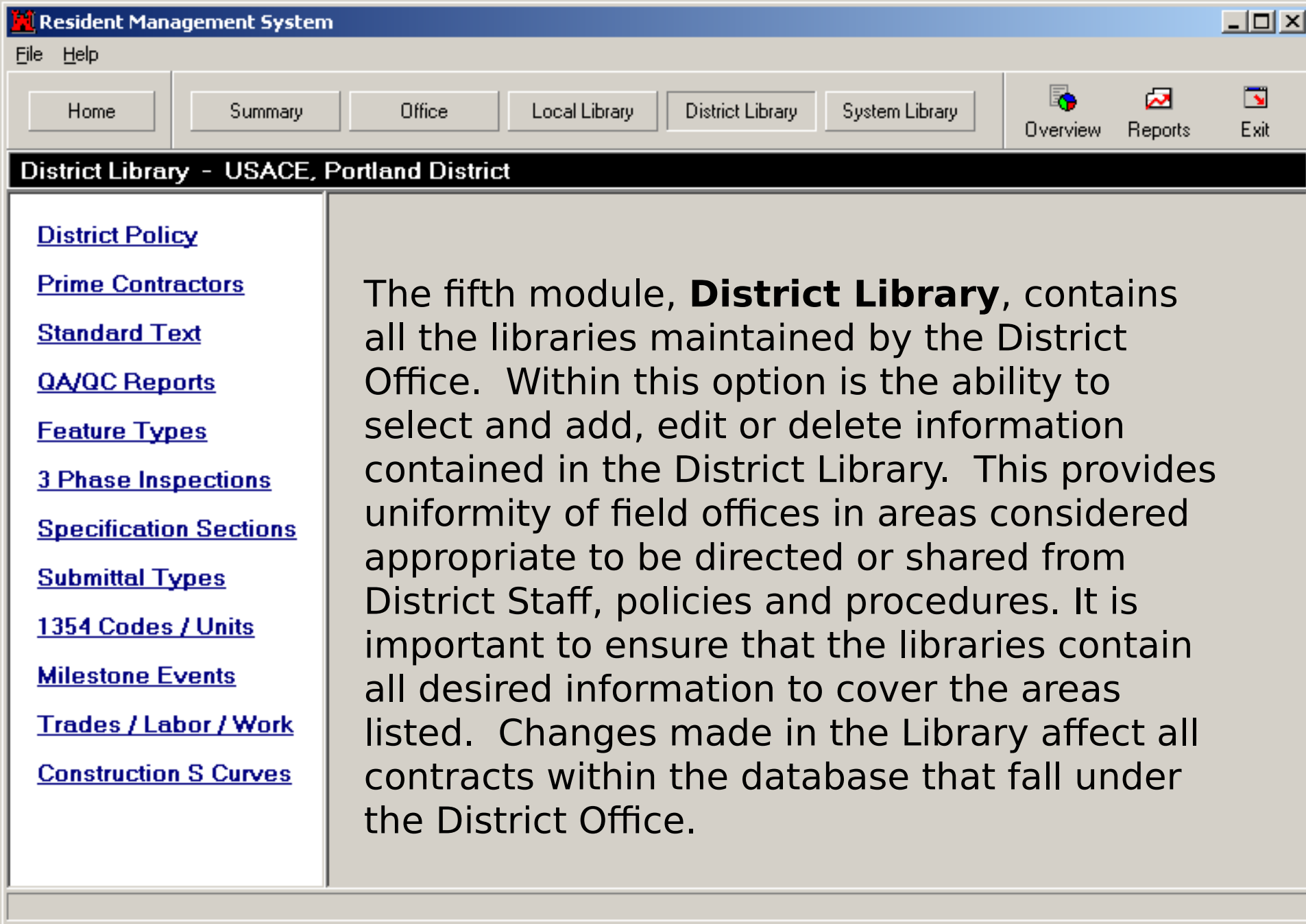
[Milestone Events](#)

[Mod Routing Slip](#)


The fourth module, **Local Library**, contains all the libraries maintained by the Local Office. In this option you have the ability to select and either add, edit or delete information contained in the Local Library. This allows you to customize the libraries to fit the requirements of your local operation and management preferences. It is important to ensure that the libraries contain all desired information to cover the myriad of management styles in your field office organization. Changes made in this Library affect all contracts assigned to your office. A good rule to consider is: ***“If you didn’t put it in the Library, don’t remove it!”***

Somebody else may have the information there for a reason.

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The fifth module, **District Library**, contains all the libraries maintained by the District Office. Within this option is the ability to select and add, edit or delete information contained in the District Library. This provides uniformity of field offices in areas considered appropriate to be directed or shared from District Staff, policies and procedures. It is important to ensure that the libraries contain all desired information to cover the areas listed. Changes made in the Library affect all contracts within the database that fall under the District Office.

 Resident Management System

File Help

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District Library

System Library

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System Library - USACE

[Sample Documents](#)

[Word Macros](#)

[Program Types](#)

[Fund Types](#)

[Contract Status Codes](#)

[Primary Delay Codes](#)

[Mod Reason Codes](#)

[FAR References](#)

[Originating Agencies](#)

[CSI Index Numbers](#)

[Work Types](#)

[Three Phase Checks](#)

The sixth module, **System Library**, contains all the libraries maintained by the RMS Center. These libraries include HQUSACE policy-driven selections that will seldom change and are considered critical enough that uniformity throughout all USACE Offices is required. Also, there are **Word Document** samples, such as plans and form letters, that you will be able to copy into your Local Library and modify them as desired in your office. These documents will be updated periodically and new, or revised, items will be added as they become available. The RMS Center also maintains the Master 3-Phase Checks within this library. These checks will also be periodically updated.

Resident Management System

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System Library - USACE - Program Types

Sample Documents

Word Macros

Program Types

Fund Types

Contract Status Codes

Primary Delay Codes

Mod Reason Codes

FAR References

Originating Agencies

CSI Index Numbers

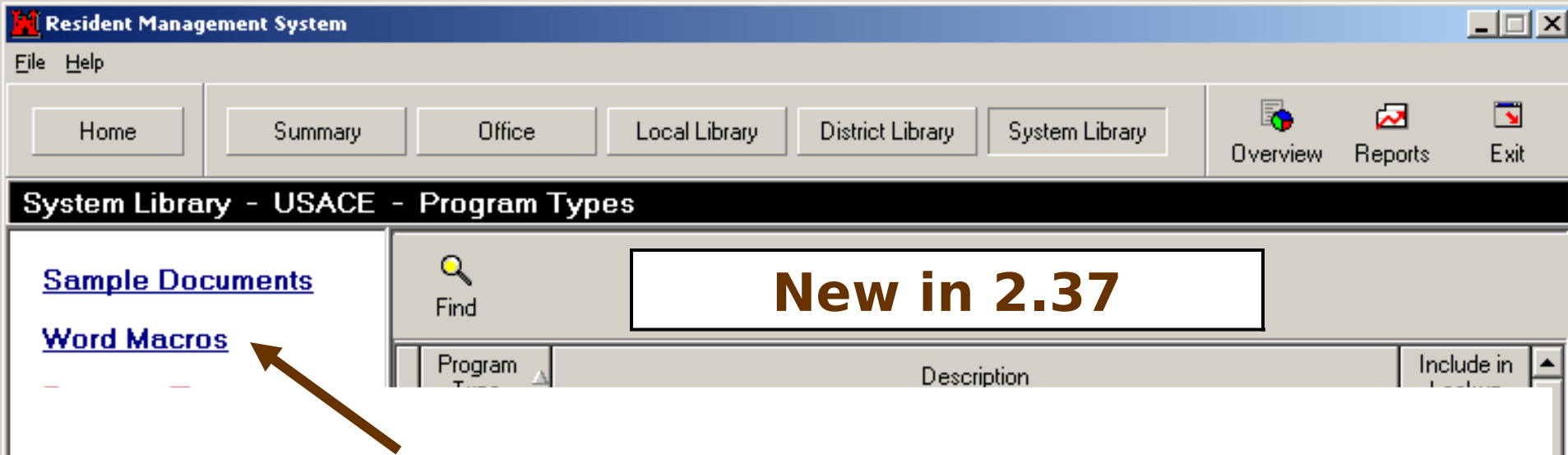
Work Types

Three Phase Checks

New in 2.37

Program Type	Description	Include in Lookup
ANA	Afghan National Army	<input type="checkbox"/>
ANP	Afghan National Police	<input type="checkbox"/>
BMICNP	Border Management Initiative/Counter Narcotics Program	<input type="checkbox"/>
CERP	Commanders Emergency Response Program	<input checked="" type="checkbox"/>
CIV-O&M	Civil-Operation and Maintenance	<input checked="" type="checkbox"/>
CON-GEN	Civil-Construction General	<input checked="" type="checkbox"/>
DERP	Defense Environmental Restoration Program	<input checked="" type="checkbox"/>
EXEMPT	Exempt	<input checked="" type="checkbox"/>
FC&CE	Civil-Flood Control and Coastal Emergencies	<input checked="" type="checkbox"/>
FLGRAP	Civil-Formerly Utilized Sites Remedial Action Program	<input checked="" type="checkbox"/>
GWOT	Global War on Terror	<input type="checkbox"/>
IRA	Iraq Reconstruction Activities	<input type="checkbox"/>

Modified Status Codes and Program Types Codes in System Library so your District Administrator can narrow down the list so that those that don't apply will not show up in the list for RMS Users. (A "show all" button will still exist.)



The Word Macros have greatly been expanded. You can basically use ANY and ALL data that exists in the Data Dictionary within RMS to create custom reports, correspondence, etc.

RMS Training

RMS Contract Menu Selections

ADMINISTRATION

FINANCES

QA/QC

SUBMITTALS

SCHEDULES

CLOSEOUT

IMPORT/EXPORT

Administration

[Contract Description](#)

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[Contractor Payrolls](#)

[Labor Interviews](#)

Administration - This area presents what we need for the normal administrative functions of a typical contract. It is where we will enter the descriptive data and status for the contract and setup the various areas for the contract to utilize RMS in a more meaningful way for the particular contract or Customer. RFI's for responding to Contractors have been added. Letters pertaining to the contract will be here under **Correspondence**. Tracking data for **Prime Contractor, Subcontractors, Insurance, Payrolls and Labor Standard Interviews** will be found here also.

DUNS No. Changes - Version 2.37

Added a Prime Contractor option to the District Library area so that the DUNS No., NAICS Code, address, etc., can be entered and stored into the system once for each Contractor. Once entered, the data can be copied to the individual contract area.

Contract Description Contract Status Contract Setup Contract Plans Contract Documents Correspondence Request for Information User Defined Entries Prime Contractor Subcontractors Contractor Insurance Contractor Payrolls Labor Interviews	Contractor Information			
	Prime Contractor			
	Responsibility Code:	PRIM		
	DUNS No:	860956445 ...		
	Contractor Short Name:	Fabrication Products		
	Contractor Name:	Fabrication Products, Inc.		
	NAICS Code:	236220		
	<hr/>			
	Office to receive payments			
	Payee Office ID	2 ...		
Payee Name	FABRICATION PRODUCTS, INC.			
Payee Address	4201 N.E. MINNEHAHA STREET			
<hr/>				
Contractor Representative to Review Contractor Evaluation (DD2626)				
Name	Slim Pickens		Email	spickens@hughes.net

DUNS No. Changes - Version 2.37

The DUNS No. lookup on the previous slide allows you to select information from the list of Contractors. You will be able to copy the DUNS No. only, or copy all information for the

Select List of District Prime Contractors

Search Characters:

DUNS No	Contractor Name
834567722	Sparks
122815280	CP Construction, LLC
860956445	Fabrication Products
044824886	Hickey Marine Enterp
605897420	Macro-Z
160070538	Saybr Contractors

Column to Search By:

Record 3 of 6

Prime Contractor

Copy Close

Prime Contractor:

DUNS No:

Contractor Short Name:

Contractor Name:

NAICS Code:

Home Office Address:

Street Address:

City: County:

State: Country:

Zip Code:

Home Phone: Home Fax:

Version 2.37

- **Increases RMS capability of downloading more information from CEFMS and P2**
- **Will get Fund Type from P2 (Will still have a Primary Fund Type at Contract Level, but it is downloaded from P2 if available)**
- **Download CEFMS Fund Type and Expiration date for each Funding Account**
- **Download Funding Appropriation No. and Source Appropriation No. for each Funding Account**
- **Download Program Type for each Funding Account**
- **Download Project ID**
- **Download S&A rate for each account** 22

Administration - Contract Description

Contract Description	P2 Projects	Contract Information	Access Control	Project Delivery Team
Contract Description Contract Status Contract Setup Contract Plans Contract Documents Correspondence Request for Information User Defined Entries Prime Contractor Subcontractors Contractor Insurance Contractor Payrolls Labor Interviews	<div> <div>Primary Fund Type</div> <div>BF - Multipurpose (CG) ...</div> </div> <div> <div>Contracting Method</div> <div>J - Firm Fixed Price ...</div> </div> <div> <div>Customer</div> <div>CIVIL - CIVIL WORKS ...</div> </div> <div> <div>Contract Location</div> <div>Latitude</div> <div>Longitude</div> </div> <div> <div>Design Type</div> <div> <input checked="" type="radio"/> In-House Design <input type="radio"/> Contractor Design-Build <input type="radio"/> Architect / Engineer Design </div> <div> <div>Design Cost</div> <div>\$</div> <div>\$0.00</div> </div> </div> <div> <div>Architect</div> <div> <div>Name</div> <div>Address</div> </div> </div>			

2.37 - Primary Fund Type Downloaded from P2



Find

All Finances



Report



Close

- [-] Appropriation No. 96-NA-X-3122-0000
 - [+] Funding Account No. G266679 Work Item F89J7H
- [-] Appropriation No. 96-NA-X-3123-0000
 - [+] Funding Account No. G270461 Work

2.37 - More data for each CEFMS item:

- Appropriation & Funding Accounts
- Expiration date
- Source Appropriation
- S&A Rate

Expand All

Collapse All

Funding Account No. G266679 Work Item F89J7H

Funding Account No	G266679	Funding Appropriation	96-NA-X-3122-0000	Project ID	122645
Expiration Date		Source Appropriation		Authorized Amount	\$9,475,131.67
Program Year	X	PR&C's Requested	\$9,401,200.60	Available for Request	\$73,931.07
CEFMS Fund Type	D	PR&C's Approved	\$9,401,200.60	Available for Approval	\$73,931.07
S & A Rate	%	PR&C's Certified	\$9,401,200.60	Available for Certification	\$73,931.07
Work Item Type	T	Parent Work Item	FC442H	CW.30DS0-W9127N-05-C-0025NA - Bonn FGS/VBS Mods [122645]	
Source Name		Responsible Employee ID	HELWL2365	External Reference Code	
Description	BN2-I-VBS Mods Contract				

Home	Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Overview	Reports
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Administration - Contract Setup

- [Contract Description](#)
- [Contract Status](#)
- [Contract Setup](#)
- [Contract Plans](#)
- [Contract Documents](#)
-
- [Correspondence](#)
- [Request for Information](#)
- [User Defined Entries](#)
-
- [Prime Contractor](#)
- [Subcontractors](#)
- [Contractor Insurance](#)
- [Contractor Payrolls](#)
- [Labor Interviews](#)

Administration/Funding	Payment/Modifications	Quality Assurance	Submittals/Schedule
------------------------	-----------------------	-------------------	---------------------

Administration

<input checked="" type="checkbox"/> Will CEFMS be used for downloading Finances and uploading Payments ?	
<input checked="" type="checkbox"/> Will this contract be linked to P2 ?	<input checked="" type="checkbox"/> Use P2 data prior to award ?
<input type="checkbox"/> Will PD ² be used for downloading Award CLIN's & uploading Modifications ?	<input type="checkbox"/> Use only one Phase ?
<input checked="" type="checkbox"/> Do you want to use QAS with this contract?	
<input checked="" type="checkbox"/> Do you want to use QCS with this contract?	Contractor Correspondence Entered By
<input checked="" type="checkbox"/> Do you want to answer RFI's with two-way RFI Form ?	Contractor
<input checked="" type="checkbox"/> Do you want to track Contractor's Insurance in RMS ?	Insurance Entered By
<input checked="" type="checkbox"/> Do you want to track Contractor's Payrolls in RMS ?	Contractor
<input checked="" type="checkbox"/> Do you want to track Labor Interviews in RMS ?	Payroll Entered By
<input checked="" type="checkbox"/> Will this contract require a DD1354 Transfer Document ?	Contractor
	Category Codes for
	ARMY

Funding

<input checked="" type="radio"/> Track CWE for each Funding Account, pre-plan Obligations for payment on all CLINS	<input type="checkbox"/> Continuing Funds
<input type="radio"/> Track CWE at Project Level, compute Obligation amounts for payment based on available funds	
<input type="radio"/> Track CWE at Project Level, manually enter Obligation amounts for payment	
Program Amount	\$6,000,000.00
Currency Type	US DOLLAR

Finances

[CEFMS Finances](#)

[Recompute Finances](#)

[Award CWE](#)

[Award CLINs](#)

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[Contract Modifications](#)

[CWE Changes](#)

[Contingency](#)

[Current CWE](#)

[Current Contract](#)

Finances - Anything to do with MONEY will be found with this selection. It is the place where CEFMS data is exchanged and we “load” our **Construction Working Estimate** (CWE) for management purposes. **Contractor Activities, Modifications** and **Progress Payments** are made from this selection.

Contractor Claims can be added from this screen, or from the Summary area as previously indicated.

2.37 - Modified the Placement Report Screen to give options to be able to roll-up (Group) on:

- Program
- Basic Appro
- Source Appro
- CEFMS Fund Type

- S&A Rate
- Project ID
- Contract ID

Category

Options Close

Placement By Category

Office: Arizona/Nevada Area Office

Include Sub-Offices: ☒

Group:

- ☐ Program
- ☐ Basic Appro
- ☒ Source Appro
- ☐ CEFMS Fund Type
- ☐ S&A Rate
- ☐ Project ID
- ☐ Contract

Include Income for each Group: ☒

Range:

- ☒ All Contracts with placement during Fiscal Year
- ☐ Individually Selected Contracts
- ☐ Contracts Selected from Contract Group

Year: Fiscal Year 2007

- Added ability to manually allocate earnings to Obligation Line Items on Payments
- Can manually allocate additional earnings to Obligation Line Items on Payments

Progress Payment - Invoice No. 21 - Bonneville FGE & VBS Modifications

ENG 93 Close

Invoice	Activity Earnings	Additional Earnings	Obligations
Activity Earnings	Previous Total Earnings	Total Earnings To Date	Estimated Stored Materials Included in Activity Earnings
Total Allowed Activity Earnings to Date	\$8,560,108.90	\$8,560,108.90	0.00
Additional Allowed Earnings not included in above Activity Earnings			Manually Allocate Additional Earnings and Subcontractor deductions to selected obligation line items? <input type="checkbox"/> Yes
Additional Stored Material	\$0.00	\$0.00	
Preparatory Work	\$0.00	\$0.00	
Performance and Payment Bond	\$0.00	\$0.00	
Subcontractor Deductions			
Less Subcontractor Deductions held by Prime	\$0.00	\$0.00	
Sum of Allowed Earnings to Date			Earnings this Period
Total Allowed Earnings	\$8,560,108.90	\$8,560,108.90	\$0.00
<input type="checkbox"/> Total Allowed Earnings for this Pay Period Entered			

RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

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Administration - Contract Setup

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[Contractor Payrolls](#)
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Administration/Funding Payment/Modifications Quality Assurance Submittals/Schedule

Administration
☒ Will CEFMS be used for downloading Finances and uploading Payments ?
☒ Will this contract be linked to P2 ? ☒ Use P2 data prior to award ? ☐ Use only one Phase ?
☐ Will PD² be used for downloading Award CLIN's & uploading Modifications ?

ence
d By Contractor
d By Contractor
d By Contractor
s for ARMY
Continuing Funds

☒ Track CWE for each Funding Account, pre-plan Obligations for payment on all CLINS
☐ Track CWE at Project Level, compute Obligation amounts for payment based on available funds
☐ Track CWE at Project Level, manually enter Obligation amounts for payment

Program Amount \$6,000,000.00 Currency Type US DOLLAR

The Continuing Funds box should be checked if it applies to your contract. This will cause RMS to recognize that your contract is not fully funded and will keep track of contingency, including negative contingency.

RMS will accommodate three basic methods to enter and track funding for the contract.

Option 1

“Track CWE for each Funding Account, pre-plan Obligations for payment on all CLINs”

This option allows you to pre-plan how you are going to pay for the *Contract Award, Changes, and Modifications*. This option gives you complete control of how the contract funds will be used. The option requires you to maintain a CWE for each Funding Account and requires you to predetermine obligation amounts for each Contract Line Item.

While this option gives you the most control, it also requires the most input.

[Subcontractors](#)
[Contractor Insurance](#)
[Contractor Payrolls](#)
[Labor Interviews](#)

Funding ☐ Continuing Funds

☒ Track CWE for each Funding Account, pre-plan Obligations for payment on all CLINs
☐ Track CWE at Project Level, compute Obligation amounts for payment based on available funds
☐ Track CWE at Project Level, manually enter Obligation amounts for payment

Program Amount Currency Type

Option 2

“Track CWE at Project Level, compute Obligation amounts for payment based on available funds”

This options does not require you to identify expenditures at the Funding Account level. It requires you to maintain only one CWE at the Contract level. Funding for pending changes or modifications does not require pre-planning. Contract payments are based on the available Obligations when the payment is made. Monthly payments will be based on the predetermined allocation split. Any payments made will not exceed the available funding.

- This is the easiest of the options and is also recommended if the total source of contract funding is not known at time of award.

[Labor Interviews](#)

Program Amount

\$6,000,000.00

Currency Type

US DOLLAR

Administration - Contract Setup

Contract Description Administration/Funding Payment/Modifications Quality Assurance Submittals/Schedule

Contract Status Administration

Option 3

“Track CWE at Project Level, manually enter Obligation amounts for payment”

This option is basically the same as Option 2, except you decide how much should be allocated out of each Obligation when payment is made.

Subcontractors Contractor Insurance Contractor Payrolls Labor Interviews

☒ Track CWE for each Funding Account, pre-plan Obligations for payment on all CLINS
☐ Track CWE at Project Level, compute Obligation amounts for payment based on available funds
☐ Track CWE at Project Level, manually enter Obligation amounts for payment

Program Amount \$6,000,000.00 Currency Type US DOLLAR

Version 2.37


Modified the Change Request funding screen so that when the change is a credit, instead of showing the contingency balance, RMS will show the amount of money available for payment on each obligation.

Change Request AC001 Delete Ready Building

Inception | Description | Status/Funding | Supporting Documents

BCD Close

Required?	Date Requested	Date Required	Date Completed	Action Required By	Amount	Time
<input type="checkbox"/> Basic Change Document					-\$125,000.00	0
<input type="checkbox"/> Plans						
<input type="checkbox"/> Specifications						
<input type="checkbox"/> Government Estimate						
<input type="checkbox"/> Contractor Proposal						
<input type="checkbox"/> Negotiations						

 Estimated required funding equal to Initial Estimate -\$125,000.00 0

Change Request Funding ☒ (4) - Do not include in CWE ☐ (5) - Include pending change in CWE

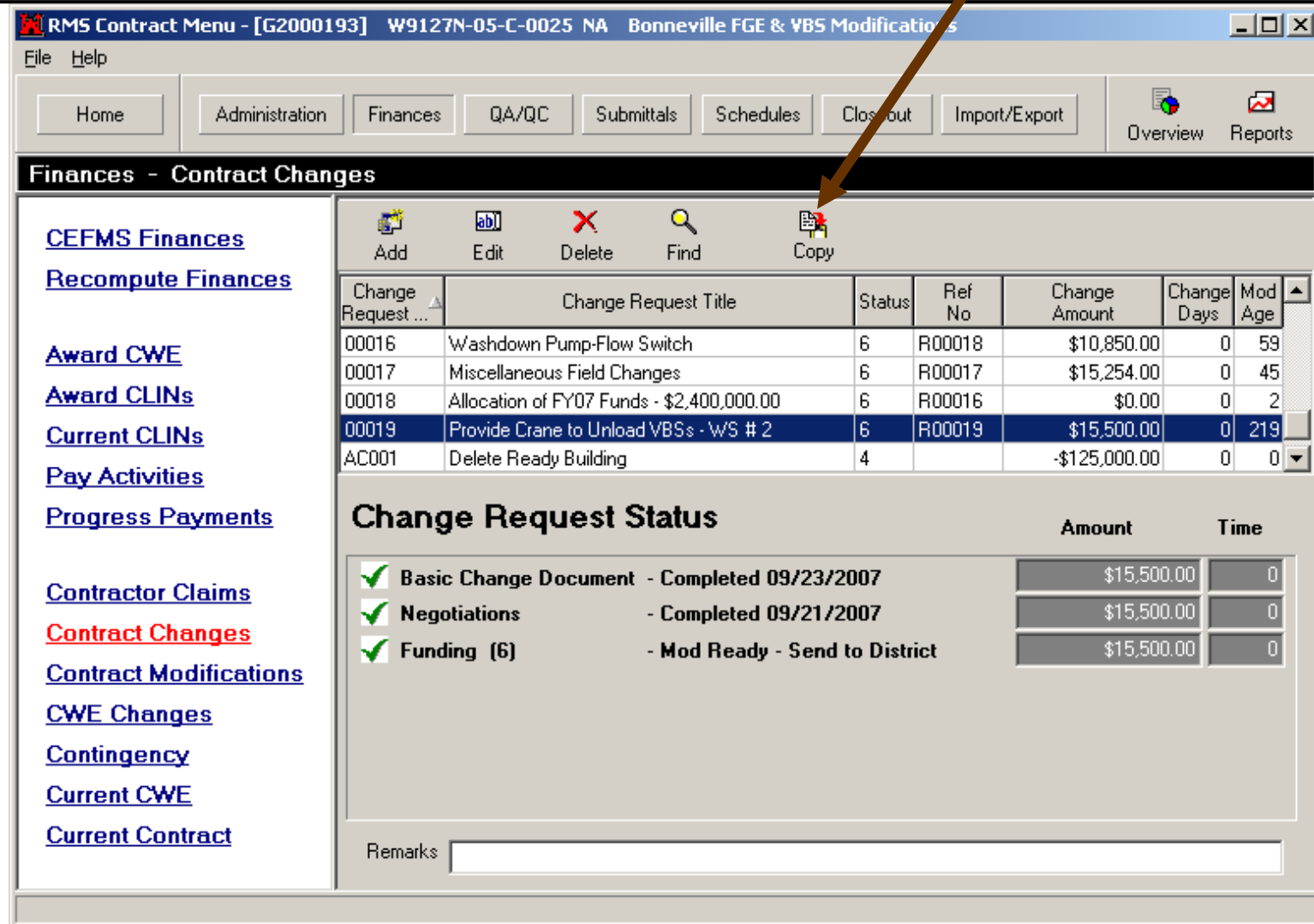
Funding Account	Work Item	Description	Unpaid Obligation Balance	Change Amount
G266679	F89J7H	CON630-BN24-VBS Mods Contract [122645]	\$915,819.10	\$0.00
G270461	D471D4	A1170-BN2 F&W Non-rtn Damaged STS Repair [122750]	\$74,147.00	\$0.00

Change Request Amount \$0.00

Variance → -\$125,000.00

Version 2.37

Added a “COPY” button so a new change can be entered by being copied from a similar change.



RMS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Help

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Finances - Contract Changes

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[Current Contract](#)

Add Edit Delete Find Copy

Change Request ...	Change Request Title	Status	Ref No	Change Amount	Change Days	Mod Age
00016	Washdown Pump-Flow Switch	6	R00018	\$10,850.00	0	59
00017	Miscellaneous Field Changes	6	R00017	\$15,254.00	0	45
00018	Allocation of FY07 Funds - \$2,400,000.00	6	R00016	\$0.00	0	2
00019	Provide Crane to Unload VBSs - WS # 2	6	R00019	\$15,500.00	0	219
AC001	Delete Ready Building	4		-\$125,000.00	0	0

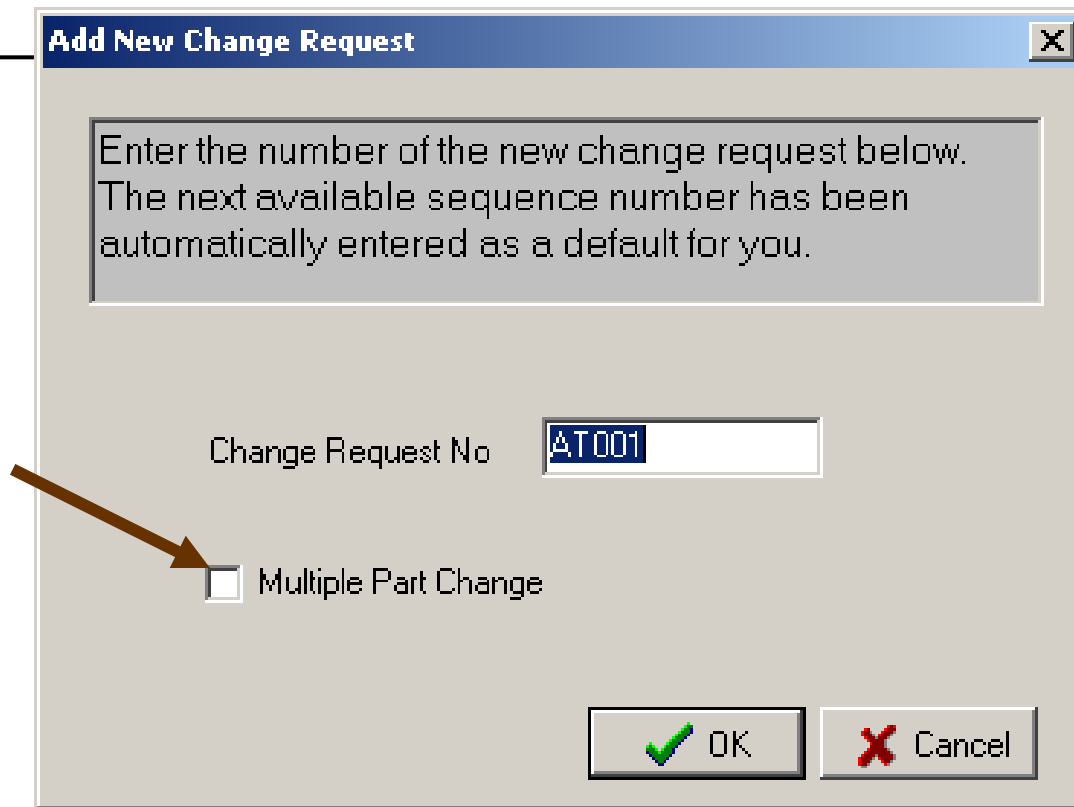
Change Request Status

	Amount	Time
✓ Basic Change Document - Completed 09/23/2007	\$15,500.00	0
✓ Negotiations - Completed 09/21/2007	\$15,500.00	0
✓ Funding (6) - Mod Ready - Send to District	\$15,500.00	0

Remarks

Version 2.37

Added some 'multi-part' change features so that when a Part 2 is issued, the previous data is copied over and RMS maintains a consistent Change Request numbering system. Multi-part modifications may now be added and tracked in RMS.



Add New Change Request

Enter the number of the new change request below.
The next available sequence number has been automatically entered as a default for you.

Change Request No

☐ Multiple Part Change

QA/QC

[QA/QC Daily Reports](#)

[QA/QC Summary](#)

[Features of Work](#)

[3 Phase Inspections](#)

[Hazard Analysis](#)

[QC Requirements](#)

[Equipment Checks](#)

[Dredging Equipment](#)

[Exposure Hours](#)

[Required Verifications](#)

[QA Tests](#)

[Planned Interviews](#)

QA/QC - Whether you are using RMS or a paper napkin to manage contracts, pre-job planning cannot be overlooked. There are just some tasks that the Resident Office must tackle; Quality Assurance and Quality Control are two of the more important ones. RMS simply makes it orderly and consistent. Tracking and reporting tools are found here, as are the tools for setting up the three-phase inspection checklists and planned Labor Standard Interviews. Contractor control and reporting tasks are also included with this selection. The daily Quality Assurance Report (QAR), the Quality Control Report (QCR) and QC requirements are accessed through this selection.

RMS Contract Menu - [P0000004] W912ER-04-C-0007 NA 1ST CAVALRY HQ BUILDING

File

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QA/QC

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[Specification Sections](#)

[Submittal Register](#)

[Transmittal Log](#)

[Transmittals in Review](#)

[Submittal Reviewers](#)

Submittals - Submittal Logs and Transmittal Logs are located here. The ENG Form 4288 and ENG Form 4025 are populated from the data entered.

Submittal Reviewers are also entered from this area.

37

Version 2.37

Added an “R” code to submittal review codes. This is added solely for DB contracts to approve interim designs.

R code definition “Acceptable for Release for Construction”

Added a Classification Code to the submittal register to include the following. These have been added for the Design Build contract.

- **FIO - For information Only**
- **GA - Government Approval**
- **DA - Designer of Record Approval**
- **CR - Government Conformance Review of Design**

Modified the submittal register screen so that instead of just showing the Lead/Lag, Review and Procurement times, the screen also shows the dates so the Contractor can more easily understand what is happening.



Close

Section No. **01525**

Section Title **Safety and Occupational Health Requirement**

Item No. **1** . **0**

Item Description **Accident Prevention Plan (APP)** Paragraph **1.3.5**

Classification

- ☐ FIO - For Information Only
- ☒ GA - Government Approval
- ☐ DA - Designer of Record Approval
- ☐ CR - Government Conformance Review of Design

Primary Reviewer

Name **Eric A. Arndt** ...

Office **Portland District Eng/Const**

Secondary Reviewers

Select

Remove

Reviewers

Scott A. Apple

Drawing

Submittal Type

19 ... **STATEMENTS**

Submittal Schedule

Required For Activity

1001 ... **Mob/Demob**

Submittal need dates based on Activity Start Date. **11/01/2005A**

Material Delivery
Lag/Lead ± **30** Days

Procurement Period **45** Days

Government
Review Period **14** Days

Material Needed by **12/01/2005**

Approval Needed by **10/17/2005**

Submit Needed by **10/03/2005**

Submittal Detail

Home

Administration

Finances

QA/QC

Submittals

Schedules

Closeout

Import/Export



Overview



Reports

Schedules[Milestone Schedule](#)[Placement Schedule](#)[Activity Schedule](#)[Feature Schedule](#)

Schedules – Anything to do with DATES will be found in this section. Dates included here include the **Feature Schedule, Activity Schedule, Milestone Schedule** and the **Placement Schedule**.

Closeout

[Real Property](#)

[Transfers - DD1354](#)

[Requisitions - DD1149](#)

[Contractor Evaluation](#)

[Warranty Inspections](#)

Closeout - Closeout activities can consume a significant amount of resources and, if not managed carefully, will be put off until the least opportune time...at the end of the job, when you are really too busy to worry about items that have already taken place. This module is updated throughout the life of the contract and will produce almost effortlessly the DD Forms 1354, 1149, and 2626. This section is a major time saver.

Warranty Inspections are recorded from this screen and any items identified are then sent to the Contractor QCS system for resolution.

Closeout

[Real Property](#)

[Transfers - DD1354](#)

[Requisitions - DD1149](#)

[Contractor Evaluation](#)

[Warranty Inspections](#)

Version 2.37

Contractor Evaluation

- RMS will automatically send an email to the 'focal point' as defined by RMS, which is not be the same person as the CCASS focal point.

Import/Export

QCS

QAS

P2

Submittal Register

NAS (SDEF)

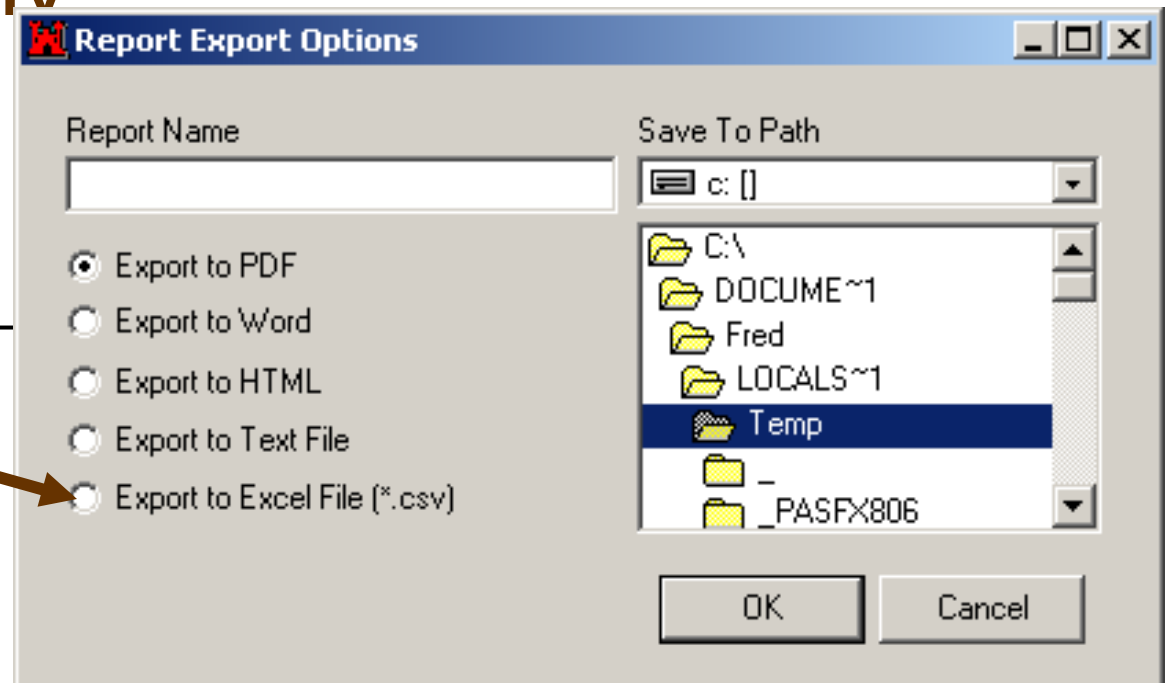
Excel Mods List

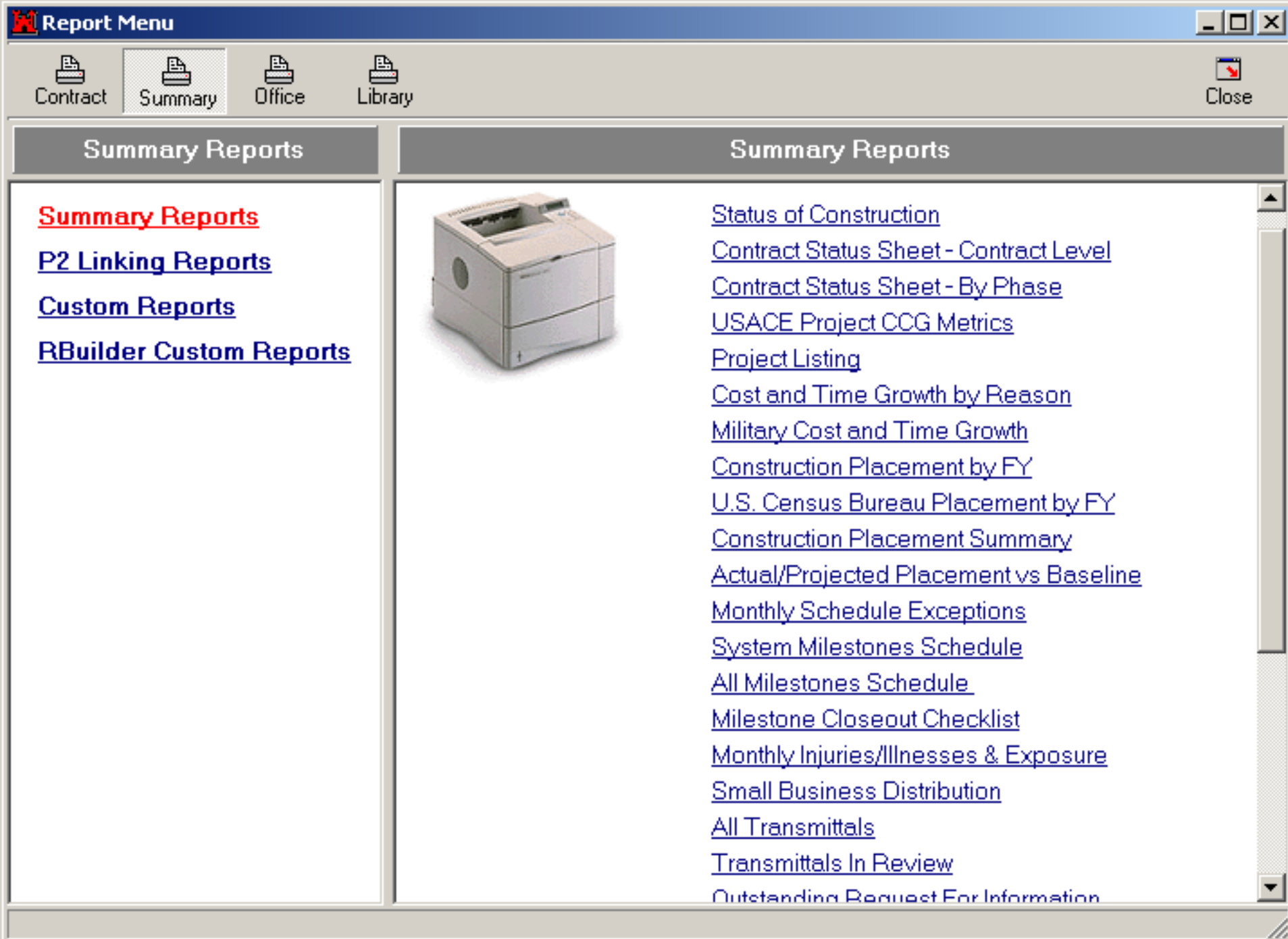
Import/Export - Importing data from a variety of sources is another key feature of RMS. Whether you need to import from the Contractor version of RMS (QCS), a Contractor scheduling package (SDEF) or the submittal register, it is all done from this selection. RMS will also export to P2 and the RMS stand-alone program called QAS.

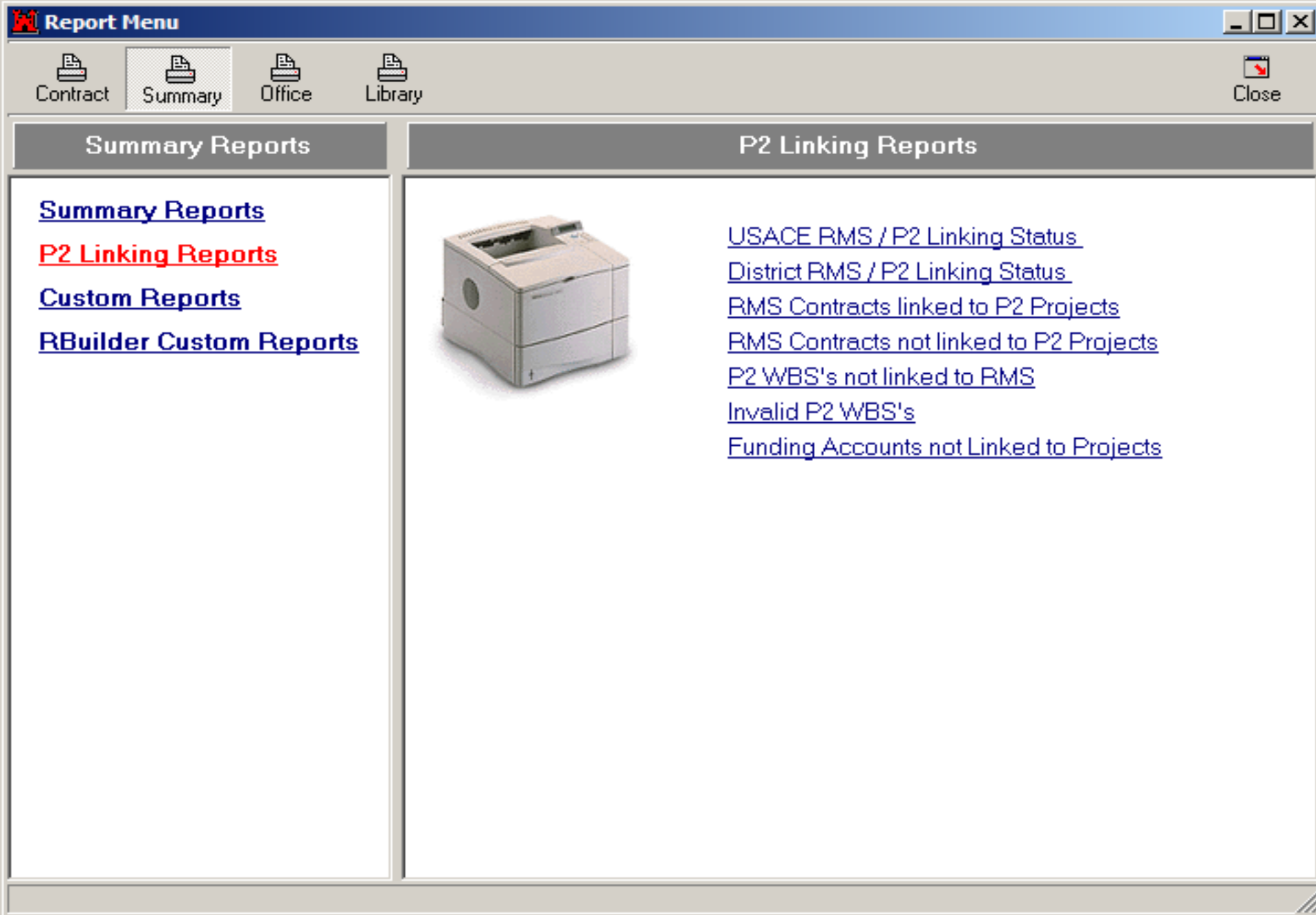
Version 2.37

**More reports can now be exported to Excel, including:
(some can even be exported as a Text File)**

- **RMS Change data - Completed Changes Only**
- **Change Request Reports**
- **Submittal and Transmittal Registers**
- **Placement by Category**
- **Summary Milestones**
- **Payment History**









Contract



Summary



Office



Library



Close

Summary Reports

[Summary Reports](#)

[P2 Linking Reports](#)

[Custom Reports](#)

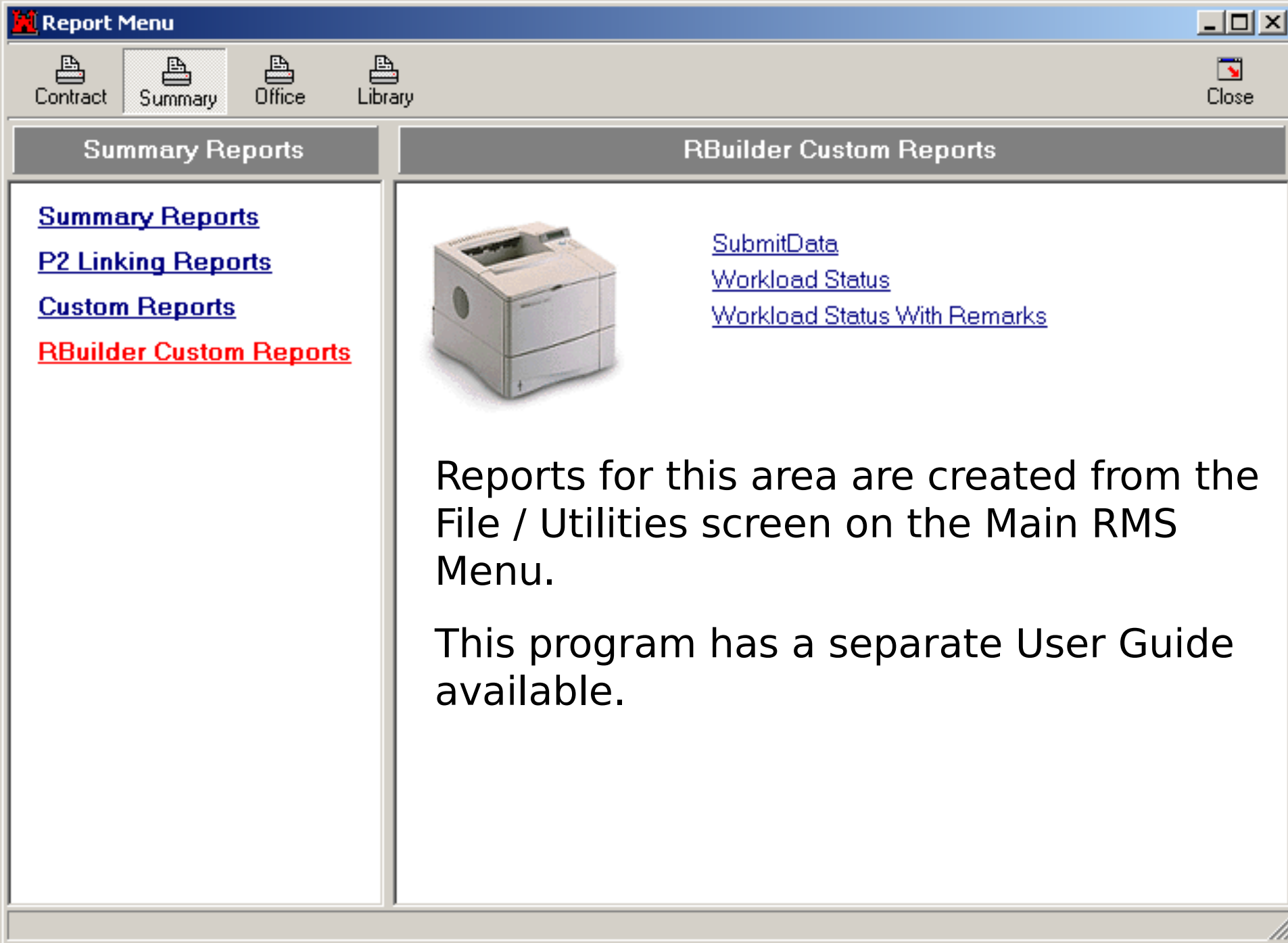
[RBuilder Custom Reports](#)

Custom Reports



[Status of Construction - \(SAMPLE\)](#)

[Award Amount](#)



[Summary Reports](#)

[P2 Linking Reports](#)

[Custom Reports](#)

[RBuilder Custom Reports](#)

RBuilder Custom Reports



[SubmitData](#)

[Workload Status](#)

[Workload Status With Remarks](#)

Reports for this area are created from the File / Utilities screen on the Main RMS Menu.

This program has a separate User Guide available.

RMS Training

Questions?

RMS Training

That's All Folks!